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NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK  
(Statement of Inquiry)

Division I, Aims, objectives and policies.

1. General aims and objectives of Extension Service work in the State.
2. The place of home demonstration work in accomplishing the aims and objectives of the Extension Service in the State in the light of present-day situations and needs.

(a) Aims of home demonstration work.

- (1) Purpose of home demonstration work.
- (2) The needs justifying the existence of extension work with farm women.
- (3) The practical aims and the idealistic or cultural aims, involving the whole farm family.
- (4) The influence of home demonstration work on community or rural welfare.

(b) Objectives of home demonstration work.

- (1) Immediate or short-time objectives or goals in home demonstration work for State.
- (2) Ultimate or long-time objectives or goals in home demonstration work for State.
- (3) Are current plans of work of home demonstration workers directed toward accomplishing objectives? What are handicaps, if any, which retard desired progress in accomplishing objectives?

3. Policies.

(a) Place of home demonstration work in the administrative plan of the State Extension Service.

- (1) Is there a home demonstration representative on Executive or Administrative Extension Councils and important Extension committees considering finance, personnel, organization, national agricultural programs, extension and other State conferences, relations to other organizations and agencies?
- (2) In what other ways does home demonstration work have a place in administrative plans?





(b) Place of home demonstration work in institutional scheme.

- (1) Is there home demonstration representation on College Councils?
- (2) Is there home demonstration representation on college committees considering college curricula, student life and activities?
- (3) Other comments.

(c) Relations of home economics department of college or university to home demonstration work as to the following items of importance:

- (1) Does head of department assist in selecting home demonstration personnel?
- (2) To what extent does home economics department prepare publications and illustrative material for use in home demonstration work?
- (3) Does department approve home economics subject matter publications and illustrative material prepared or used by Extension Service?
- (4) Are State extension workers invited to resident staff meetings and how often? Type of program at meetings.
- (5) Do residence staff do any Extension field work? Explain fully type of field work, extent of such field work, plan of financing, advantages and disadvantages.
- (6) Do State or county home demonstration workers do any teaching in home economics department? Explain fully type of teaching, extent of such teaching, plan of financing, advantages and disadvantages.

(d) Do State or county home demonstration workers do any resident teaching in any college department other than in home economics? Explain fully type of teaching, extent of such teaching, plan of financing, advantages and disadvantages.

(e) Other institutional or State policies.

4. Extension courses offered by college.

(a) Offered by Home Economics Department.

- (1) Planned for students in preparation for extension work. List courses. Taught by whom?
- (2) Advanced courses for extension workers in service. List courses. Taught by whom?

(b) Departments other than home economics offering special courses to extension workers or regular college students. List courses. Taught by whom?



5. Research

Home economics and agricultural research now being done and that which has been done in past five years by the home economics department and State experiment station which has reinforced home demonstration work in the State.

Describe type of project, and extent findings have been used by extension workers.



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1871

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These specimens were found in the same place in the year 1871. The same specimens were found in the same place in the year 1872.

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NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK  
(Statement of Inquiry)

Division II, Finances and personnel.

1. Finances.

- (a) Federal, State and county funds used in salaries and travel for leaders and assistant leaders, district agents (supervisory), specialists, county home demonstration agents, assistant county home demonstration agents. Totals by funds and groups. Percentage of total amount of each fund for State used in salary and travel of home demonstration workers. Information will be used from financial records in Washington office. States need not send information for question (a)- Finances.

Send information for following:

- (b) Number of "agents at large", number of counties assigned to each, plan for financing salary and travel of each.
- (c) Students or others in training not on regular extension rolls. Plan of financing. Explain briefly.
- (d) Indicate number and type of additional (State and county) workers needed within the coming fiscal year beginning July 1, 1940, to adequately take care of present demands or needs. Estimated additional budget necessary for maintaining such additional workers.
- (e) Indicate number and type of additional (State and county) workers needed to complete ultimate home demonstration plans for whole State. Estimated additional budget necessary for completing such plans. How many years contemplated for completing ultimate plans?
- (f) Average minimum and maximum salary for each group of workers. Information will be used from records in Washington office. States need not send information for question (f).
- (g) What county financial sources appropriate funds for home demonstration work? Give number of counties involved. Total amount appropriated by each of the following sources for 1939:

1. County public sources---(Example, County Court of Commissioners.)





2. County or local organizations.
3. Other.

(h) County financial plans as to travel, supplies, and stenographic assistance for county home demonstration agents.

1. Travel.

- (1) Number of counties where travel allowance is budgeted.
- (2) Number of counties where travel allowance and salary are separate in budget.
- (3) Number counties car furnished. Number counties not.
- (4) Plan for financing travel by car, rate per mile, mileage allowance per year, etc.
- (5) Average yearly allowance for travel per county home demonstration agent.
- (6) Is present yearly travel allowance thought sufficient for travel expenses and satisfactory work?

2. Supplies.

- (1) Average yearly allowance per county for demonstration and illustrative material. Source of funds.
- (2) If no allowance, what is the means of supplying need?

3. Clerical and stenographic assistance.

- (1) Number of counties full time stenographers for county home demonstration agent. Number part time. Number with no stenographers.
- (2) What is arrangement if time of stenographer shared with other agent or agents?
- (3) Do you consider stenographic assistance in counties adequate for good home demonstration work?
- (4) Do you have any cases where home demonstration agents use own funds to pay for stenographic assistance?

(g) Do you have any system or plan for promotion of State and county home demonstration workers?

1. Outline plan if any.
2. What present State positions were filled by county home demonstration agents from own or other States?





(h) Proportion of total funds used for extension publications expended for following items: (Information will be used from records in Washington office for following items.)

1. Promotional and informational--home demonstration work.
2. Home economics subject matter--for adult use largely.
3. List titles of such publications published in fiscal year ending June 30, 1939.
4. Would appreciate very much if you would send total amount of non-offset funds for fiscal year ending June 30, 1939, used for home demonstration publications. List publications on non-offset funds. Information as to home demonstration publications on non-offset funds is not available in Washington office.

2. Personnel.

(Use the date, December 31, 1939, in reporting Number. List the chief duties of each classification of workers. Indicate number of counties assigned to each worker for supervision or for other field work. "Reports to whom" means superior supervising officer.)

(a) State and county personnel:

1. Assistant State director, chief duties, reports to whom.
2. State leader or State agent: Number, chief duties, reports to whom.
3. Assistant State leaders or agents: Number, chief duties, reports to whom.
4. District agents (supervisors): Number, chief duties, reports to whom.
5. Specialists: Number, chief duties, reports to whom-- (Give information for each type of specialist.)
6. Agents-at-large: Number, chief duties, reports to whom.
7. County home demonstration agents: Number, chief duties, reports to whom.
8. Assistant county home demonstration agents: Number, chief duties, reports to whom.

(b) Tenure of service.

1. Average number of years in service of present personnel, by following groups: State leaders, assistant State leaders, district agents (supervisors), specialists and county home demonstration agents.





2. Number State and county home demonstration workers in service.

- (1) less than 5 years.
- (2) 5 to 9 years.
- (3) 10 to 14 years.
- (4) 15 to 19.
- (5) 20 to 24.
- (6) 25 and more.

(c) Initial appointment.

Number and percentage of the present staff of county and assistant home demonstration agents appointed for first time in the service during the year 1939.

(d) Employment requirements.

What are the employment requirements for both State and county home demonstration workers as to (1) formal education, (2) degrees, (3) age, (4) experience.

(e) Degrees.

Number of State workers (list titles) with bachelor degrees, with master, with doctorates, with no degree.  
Number of county home demonstration agents with each of above listed degrees.

(f) County approval.

Do county fiscal agencies or county organizations approve selection of new agent? Explain.

(g) Married women.

Explain policy as to employing married women. How many married women on present staff? (Clerical not included.)

- 1. State home demonstration workers.
- 2. County home demonstration workers.

(h) Training in service.

Explain plan for training in service, (1) agents at large, (2) any other plan.





(i) Distribution of time--district agents (supervisory) and specialists. (In all estimates of time, give average for State.)

1. Give estimated percentage of time that district agents (supervisors) give (1) extension work with women, (2) 4-H club work, (3) to older youth, (4) special activities.
2. Give estimated percentage of time that home economic specialists give to (1) extension work with women, (2) 4-H club work, (3) to older youth, (4) special activities.
3. Give estimated percentage of time district agents (supervisors) give to (1) counties with home demonstration agents, (2) counties without home demonstration agents.
4. Give estimated percentage of time specialists give to (1) counties with home demonstration agents, (2) counties without home demonstration agents.

(j) Distribution of time--county extension agents.

1. Give estimated percentage of time that home demonstration agents give to (1) extension work with women, (2) with older youth, (3) with 4-H clubs.
2. Give estimated percentage of time county agricultural agents give to home demonstration work.

(k) Give estimated percentage of time agricultural specialists give to home demonstration projects and activities.

(l) Academic standing.

1. What is the college academic standing of:
  - (1) State home demonstration workers? Give title and number involved.
  - (2) County home demonstration workers? Give number involved.

(m) Leave.

1. What is the plan for sabbatical leave for:
  - (1) State home demonstration workers?
  - (2) County home demonstration workers?





2. What is the plan for:

- (1) Annual leave, (2) sick leave, (3) short periods of leave for study; both for State and county home demonstration workers?

(n) Office space.

1. At college.

- (1) Is office space satisfactory in State office?
- (2) Located in what building? (3) Are offices in same building as those of extension director and agricultural extension staff? Explain briefly.

2. In county.

- (1) In what buildings are offices of home demonstration agents located?
- (2) Is office (a) private, (b) with county agricultural agent, (c) with more than one person? (d) Is assembly or conference room available? (e) Are kitchen or laboratory facilities available? Explain, giving number of counties involved. Are county offices generally satisfactory?



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NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK  
(Statement of Inquiry)

Division III, Organization.

(When variation occurs within State indicate average situation.)

1. Community groups.

(a) Organization.

1. Name of organized home demonstration group in community.
2. General plan of organization.
3. Number of organized community home demonstration groups in State.
4. What are the requirements for forming such a group?
5. Average number of regular meetings per group held each year.
6. Where are meetings held?
7. Average number of community home demonstration groups attended by home demonstration agent per county each year.
8. Do groups raise funds for various purposes? By what means?

(b) Membership.

1. What is the average number of members per local group?
2. Are there membership requirements for individuals?
3. In general, what is status of members -
  - (1) Percentage farm owners; percentage tenants.
  - (2) Percentage of groups in towns less than 1,000.
  - (3) Percentage of groups in towns from 1,000 to 2,500.
  - (4) Percentage of groups in towns over 2,500.
  - (5) Percentage of groups having both farm and non-farm women.
4. Offices of local clubs. Titles of officers and general duties.
5. What is the average distance that women travel to attend home demonstration meetings?

(c) Program.

1. General plan of program at meetings. Describe briefly.
2. What groups other than organized home demonstration groups adopt home demonstration programs? Extent of program.





2. County groups.

(a) Organization.

1. Number of county home demonstration councils or county home demonstration advisory committees.
2. Purpose of county home demonstration council or county home demonstration advisory committee.
3. What are the chief benefits to home demonstration work in having such county councils?
4. How often do above groups meet?
5. What means do county groups use for raising funds for various purposes?
6. Number of counties with county extension councils that include both men and women and which give consideration to home, community and agricultural interests.

(b) Membership.

1. How is representation on each of above groups determined?
2. List offices and general duties of officers.
3. To what extent is travel of representatives to county councils financed? By whom?

3. District.

(a) Name, representation and functions.

(b) Meetings and program.

4. State.

(a) Organization.

1. Name and purpose of organization.
2. How often and where are meetings held? Type of program at such meetings.
3. Is there a constitution and by-laws?
4. In what ways do the activities of the State organization benefit home demonstration work.
5. Is State organization affiliated with any National organization? List names. International organization? List names.

(b) Membership.

1. What is the plan for county representation in the State organization?
2. Name offices and general duties of officers.
3. Name important committees and briefly describe work.

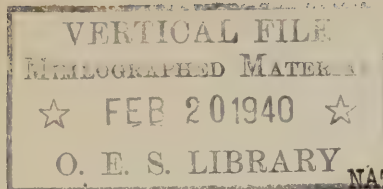
(c) Program.

1. Is there a program of work adopted for the year? Describe.





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NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK  
(Statement of Inquiry)

Division IV, Program.

1. Community programs.

How and by whom determined?

1. Give briefly general plan for making the program;  
the part taken by local women, by home demonstration agent, by State home demonstration workers.
2. To what extent do following factors have to be taken into consideration in program making:
  - (1) Assistance of specialists
  - (2) Local leaders available
  - (3) Other factors
3. To what extent does the home demonstration agent influence selection of projects and activities in the program?

2. County programs.

How and by whom determined?

1. State briefly how county program is developed; i.e., by county home demonstration council; county program committee, county planning conferences, or other means. Indicate plan for counties with and without home demonstration agents.
2. In how many counties do home demonstration agents and county agricultural agents cooperate in program development? Describe briefly the plan.

3. National Annual Report Form.

To what extent does the National Annual Report Form influence State and County home demonstration workers in planning projects and project phases in the home demonstration program. Also state any other way the report form affects program making.



4. Projects.

(a) Prevalent plan in State.

1. Community home demonstration program includes in any one year:

- (1) Only one project or major activity.
- (2) Two projects or activities.
- (3) Several projects or activities.

2. What are the advantages of plan used?

3. Does the plan vary in counties with and without home demonstration agents?

(b) Describe briefly system used for getting reports from local women concerning improvements made or work done in relation to home demonstration projects or activities.

5. Problems involving united effort.

(a) What are some of the larger problems and interest of farm families which require organized group action to get results?

(b) To what extent is the Extension Service taking the initiative in helping to solve these problems, and how?

6. To what extent program reaches farm families.

(a) Percentage of farm families in the State influenced by home demonstration work in 1939. Number of families.

(b) Percentage of families reached through organized groups; through other means.

7. Opinions of farm families themselves (25 or more from each State).

(Two following questions to be sent to 25 farm families within State.)

(a) What are some of the important needs of rural life as you see them today?

(b) How has the home demonstration program benefited your family and other rural families?

8. Special programs for young women, young mothers or young couples.

To what extent is the home demonstration program reaching these groups? Explain briefly program for each group.





9. Ages of women.

(a) Ages of 1,000 women in State belonging to home demonstration groups.

(1) Select varied types of groups in different typed counties if possible. Use these age groupings:

20 to 29 years  
30 to 39 years  
40 to 49 years  
50 to 59 years  
60 and above

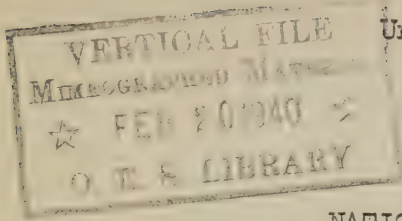
(2) Give number of counties represented.

(b) To what extent is program planned considering age groups?





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NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK  
(Statement of Inquiry)

Division V, Relation to National and State Agencies.

1. United States Department of Agriculture.

(a) Agricultural Adjustment Administration.

1. To what extent have A.A.A. programs been presented to community and county home demonstration groups? What programs? By whom?
2. To what extent have agricultural conservation circulars been distributed to farm women?
3. To what extent have farm women been invited and have attended community and county A.A.A. educational meetings?
4. To what extent are State and county home demonstration workers invited to and attend county, district and State A.A.A. meetings?
5. What means is used to keep State and county home demonstration workers well informed as to A.A.A. programs and activities?
6. Describe other cooperative relations with Agricultural Adjustment Administration.

(b) Land-Use planning.

1. To what extent have Land-Use programs been presented to community and county home demonstration groups? By whom?
2. Is there a systematic plan to keep community and State home demonstration workers informed as to the development of Land-Use programs.
3. Any adjustments made or recommended in home demonstration programs in keeping with Land-Use Planning.
4. Other comments.

(c) Farm Security Administration.

1. To what extent have State and county home demonstration workers given assistance in training Farm Security supervisors? Type of training.
- (1) Are Farm Security supervisors regularly invited to local leaders' training meetings in counties?



2. To what extent has the Extension Service furnished home demonstration publications and home economics technical information for use in Farm Security programs?
3. To what extent have State and county home demonstration workers done field work with Farm Security supervisors and visited in homes in clients.
4. Are Farm Security clients invited to home demonstration club meetings?
5. To what extent have Farm Security clients become regular members of home demonstration groups?
6. Do home demonstration agents conduct meetings with Farm Security clients? If so, under what agreement or understanding with Farm Security?

(d) Other Divisions of the United States Department of Agriculture. Describe the type of cooperation with or assistance received from the following:

1. Bureau of Home Economics
2. Bureau of Agriculture Economics
  - (1) State and local planning
  - (2) Discussion group plan
  - (3) Other activities
3. Farm Credit Administration
4. Federal Surplus Commodities Corporation
5. Rural Electrification Administration
6. Any others

2. Other Federal Departments

Describe type of cooperation with or assistance received from the following:

(a) Federal Security Agency

1. Vocational Education - Office of Education
2. Social Security
3. National Youth Administration

(b) Federal Works Agency

Work Projects Administration

(c) U. S. Department of Labor

1. Children's Bureau
2. Women's Bureau

(d) Other Federal Departments





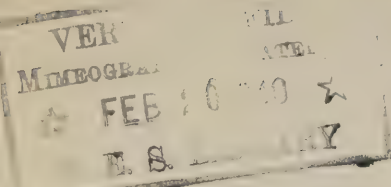
3. State organizations, non-governmental

(a) List cooperating State organizations.

(b) Describe type of cooperation with each.

1. Assistance given by organizations in promoting or conducting home demonstration work.
2. Assistance given to such organizations by home demonstration workers.
3. Other comments.





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NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK  
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Division VI, Local Leadership.

1. Voluntary leadership.

(a) Total number of leaders per State.

1. Number of subject-matter leaders.
2. Number of officers of home demonstration groups.
3. Number of women members of important committees,  
(State, county and community).
4. Describe briefly the work of each above groups.

(b) Proportion of leaders to total membership of home demonstration clubs. Give proportion in percentage.

(c) How are subject-matter leaders selected? Describe briefly.

(d) Average estimated amount of time leaders give to home demonstration work (days per year).

(e) To what extent is travel of local leaders financed? By whom?

(f) Average number of women per county who are special result demonstrators of improved practices.

2. Training of leaders.

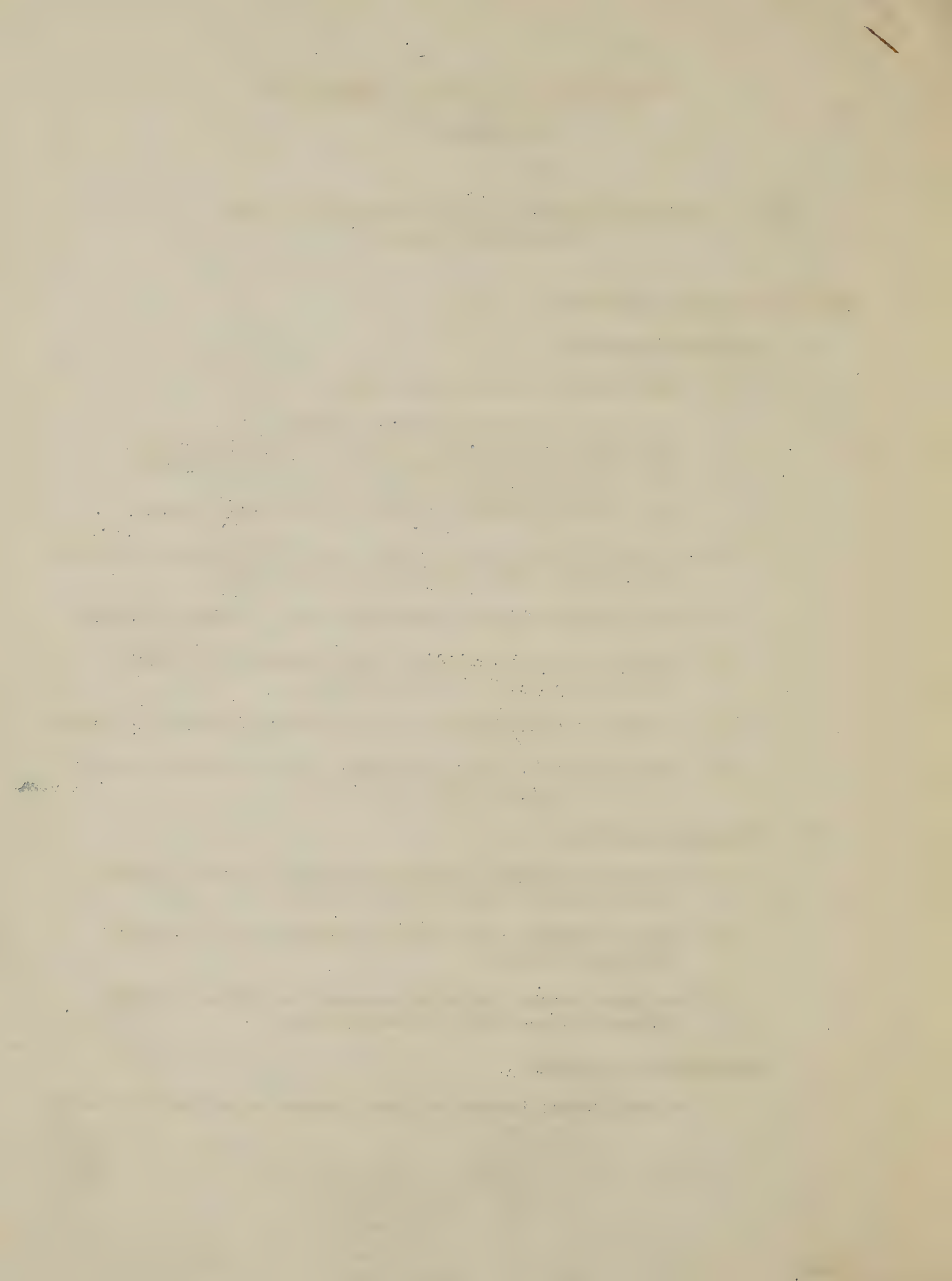
(a) On average how many training meetings do project leaders attend during a year in the counties?

(b) Describe briefly other means of training in addition to training meetings.

(c) Are there special training meetings for officers of home demonstration clubs? By whom given?

3. Supervision of leaders.

To what extent is work of local leaders supervised? By whom?





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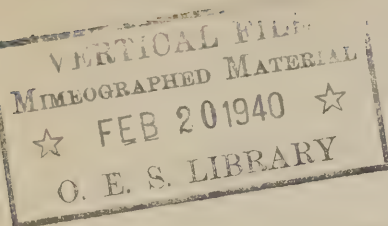
NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK  
(Statement of Inquiry)

Division VII.

Looking forward.

1. General reactions of directors, State leaders or State agents,  
and State specialists with respect to future of home demonstration  
work.
2. Suggested adjustments and recommendations.





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NATIONAL APPRAISAL OF HOME DEMONSTRATION WORK

Instructions for Making Appraisal

1. A letter dated January 9 was sent to State directors of extension and to State home demonstration leaders announcing the general plans for the National Appraisal of Home Demonstration Work to be made during 1940 through the cooperation of the Washington office and the State extension services. A tentative outline of the general plan was enclosed. The letter stated that the information desired from the States would be requested later. The tentative outline which was sent January 9 should now be discarded.

2. The outline for the appraisal or the "Statement of Inquiry" which requests the information desired is divided into seven divisions. All inquiries are in the form of questions or statements and identified by number or letter or both under the division heading. The reply to each item of inquiry should be typed on a separate page or several pages stapled together. Each page is to be identified in the upper right-hand corner with name of State, division, and number of question. The division heading should be centered on the page; the subheading and question or statement is typed as a paragraph heading. See sample page attached. Careful designation of items of inquiry in the upper right-hand corner of each page will facilitate the making of the summary. Please send replies on letter-size bond paper.





If replies to two or three consecutive inquiries are short, they might be typed on same page with the two or three designations in upper right-hand corner and proper paragraph headings for the reply to each item.

3. The summary will be more useful if enough detail is given in the replies to show variations within the State. Itemized information by counties is not requested, but number of counties involved in replies should be given. If specific designation of a few counties seems desirable in some instances, such designation will be most acceptable.

4. Information on finance and personnel used from records in Washington office will be based on fiscal year ending June 30, 1939, except when otherwise stated in Statement of Inquiry. Information from States should be based on the date, March 1, 1940, except when otherwise specified as in Division II,--1. Finance, Question (d); Division II,--2. Personnel, Question (c); and others.

5. In reply to the request, Division IV,--Program; Question 7 (a) and (b) on opinions of farm families, please select 10 of the most significant letters of the 25 received and send copies. No summary of letters is requested.

6. If any item of inquiry has no application whatever to the home demonstration work of the State, please state "No application" rather than make no reply.

7. Address all correspondence regarding the appraisal to H. W. Hochbaum, Chief, Division of Field Coordination, Extension Service, U.S. Department of Agriculture, Washington, D.C.



8. The replies to the "Statement of Inquiry" for the appraisal are to be assembled by divisions in correct order and sent to Mr. Hochbaum to reach Washington by April 15, 1940.

9. The national summary of the appraisal will be completed during 1940 for use by State extension directors and leaders and members of the Washington office.

Committee on National Appraisal  
of Home Demonstration Work.

Grace E. Frysinger  
Ola Powell Malcolm  
Florence L. Hall  
Madge J. Reese, Chairman





(SAMPLE)

Alabama

Division 1.

2 (a) 1.

AIMS, OBJECTIVES, AND POLICIES

(a) Aims of home demonstration work.

1. Purpose of home demonstration work.

